

TOWN OF HILTON HEAD ISLAND
APPLICATION FOR SPACE ON SPECIAL EVENTS SIGNS

Please TYPE or PRINT legibly

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE(S) OF EVENT: _____

TIME(S) OF EVENT: _____

SPONSOR OF EVENT: _____

SPONSOR'S FEDERAL TAX EXEMPT ID#: _____

IS THIS A TOURISM RELATED EVENT?: _____

NUMBER OF ATTENDEES EXPECTED: _____

EVENT ADMITTANCE FEE: _____

TIME FRAME EVENT IS TO BE DISPLAYED ON SIGN(S): _____

SIGN LOCATION: (INDICATE FIRST AND SECOND PREFERENCE)

☐ WELCOME CENTER/MUSEUM

☐ NORTHRIDGE

☐ TOWN HALL

☐ HONEY HORN

APPLICANT:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____

APPLICATION GUIDELINES:

- A. Signs may only announce events sponsored by a nonprofit or public entity or a public service announcement.
- B. If space is not available for all requests at any one time, priority shall be given to the event with the highest point total.
- C. Events shall not be advertised for more than two weeks unless no other requests have been received for the additional time period requested.
- D. Events shall not be advertised on more than two signs unless no other requests for the required space on the additional sign have been requested.
- E. Requests must be received by the Administrator no later than one week prior to the event.
- F. Copy may be limited to the name of event, its date(s) time(s) and location(s) unless other requests for additional space have not been received.

SIGNATURE OF APPLICANT

DATE